Jobs Bill
12/83

CITY OF ATHENS

STATE OF GEORGIA

AGREEMENT BETWEEN THE MAYOR AND COUNCIL
OF THE CITY OF ATHENS, GEORGIA AND

Athens Housing Authority

December 19 83

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Exhibits

1. Budget
2. Operating Schedule
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G E O R G I A

CITY OF ATHENS

THIS AGREEMENT, entered into this the 1st day of December, 19 83, by and between the CITY OF ATHENS, A MUNICIPAL CORPORATION, hereinafter referred to as the City, and Athens Housing Authority hereinafter referred to as the "Agency".

W I T N E S S E T H:

WHEREAS, the City in September, 1983 received a Grant under the Community Development Block Grant Jobs Bill Program from the United States Department of Housing and Urban Development, hereinafter referred to as HUD, said Grant designated as Community Development Block Grant No. B-83-MJ-13-0007; and

WHEREAS, pursuant to said Grant the City is undertaking certain activities; and

WHEREAS, pursuant to said Grant the City agrees to engage the Agency to render certain assistance in such undertakings.

NOW THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

SCOPE
OF SERVICES

SCOPE OF SERVICES
ATHENS HOUSING AUTHORITY SOCIAL SERVICES DEPARTMENT
EDUCATION/EMPLOYMENT TRAINING
PROJECT

I. Program Description: The Social Services Department of the Athens Housing Authority proposes to offer job training, job education and job placement for twenty (20) low to moderate income youths and adults who are residents of Athens, Georgia.

A. Services Provided

1. Direct supervision from the Social Services Director, James Fair, and Executive Director of Athens Area OIC, Pearlie Woods.

2. Supportative services from the Athens Area OIC office coordinated by Pearlie Woods and University of Georgia Education Opportunity Center coordinated by Robert Harrison. (See Organizations Section V in the proposal.)

3. Training space in a safe decent facility operated by E.O.C. OIC, and AHA.

4. Stipends for trainees to cover the cost of training, transportation, supplies, meal during training, and child care services.

B. Duration of Program - The Education/Employment project shall operate from December 1, 1983 to November 30, 1984, Monday through Friday, 8:00 a.m. - 5:00 p.m.

C. Holidays observed - The holidays observed by the City of Athens will be observed by the project administrative staff and trainees.

II. Program Services Objectives

A. Purpose: The primary objectives of the project is to provide job training, job education, job placement and counseling services to twenty (20) trainees 16 years and older residing in the City of Athens, Georgia. Trainees will hopefully be placed in meaningful jobs.

B. Provide Educational Services:

1. G.E.D. instructions will be offered to trainees who have not received a high school diploma.

2. Trainees will attend workshops with local employment agencies representatives and business persons who are seeking personnel for employment.

3. Trainees will be given instructions on how to locate colleges and vocational schools who offer career training and financial aide to disadvantage students.

C. To provide the following counseling services:

1. Trainees will receive counseling on attitudes, careers, and poor work habits.

2. Trainees will be given advice on how to find a job, get a job, and keep a job.

3. Trainees will be tested to determine job interest.

4. Two (2) hours weekly training session will be conducted to discuss job roles and strategies on how to keep a job.

D. To provide Job Training Services:

1. To attempt to place trainees with Businesses, Industries, etc., who agree to provide on the job training which will hopefully lead toward permanent employment.

2. The interest inventory test will be administered to assist trainees who are unaware of job skills/interests.

III. Program Beneficiaries

The Social Services Department agrees to give first consideration to low to moderate income residents who meets the Job Bill Guidelines and reside in the City of Athens, Georgia. The Social Services Department shall recruit twenty (20) trainees who are 16 years and older. Seventy-five percent of the trainees shall be low income 25% other income.

IV. Determination of Eligibility

Applications will be accepted for trainees at the Social Services Department of the Athens Housing Authority beginning October 19th through October 26, 1983.

Applicants for trainee position are scheduled to be interviewed beginning December 5. Interviewing will cease on December 9 and the selecting of trainees will be done on December 12, 1983. All applicants who are not considered will be sent letters. Those who are accepted for training will be contacted by phone or in person.

The criteria for acceptance are:

(1) Family income and size

(2) Resident of the City of Athens

(3) Required information (e.g.) social security number and verification of family income

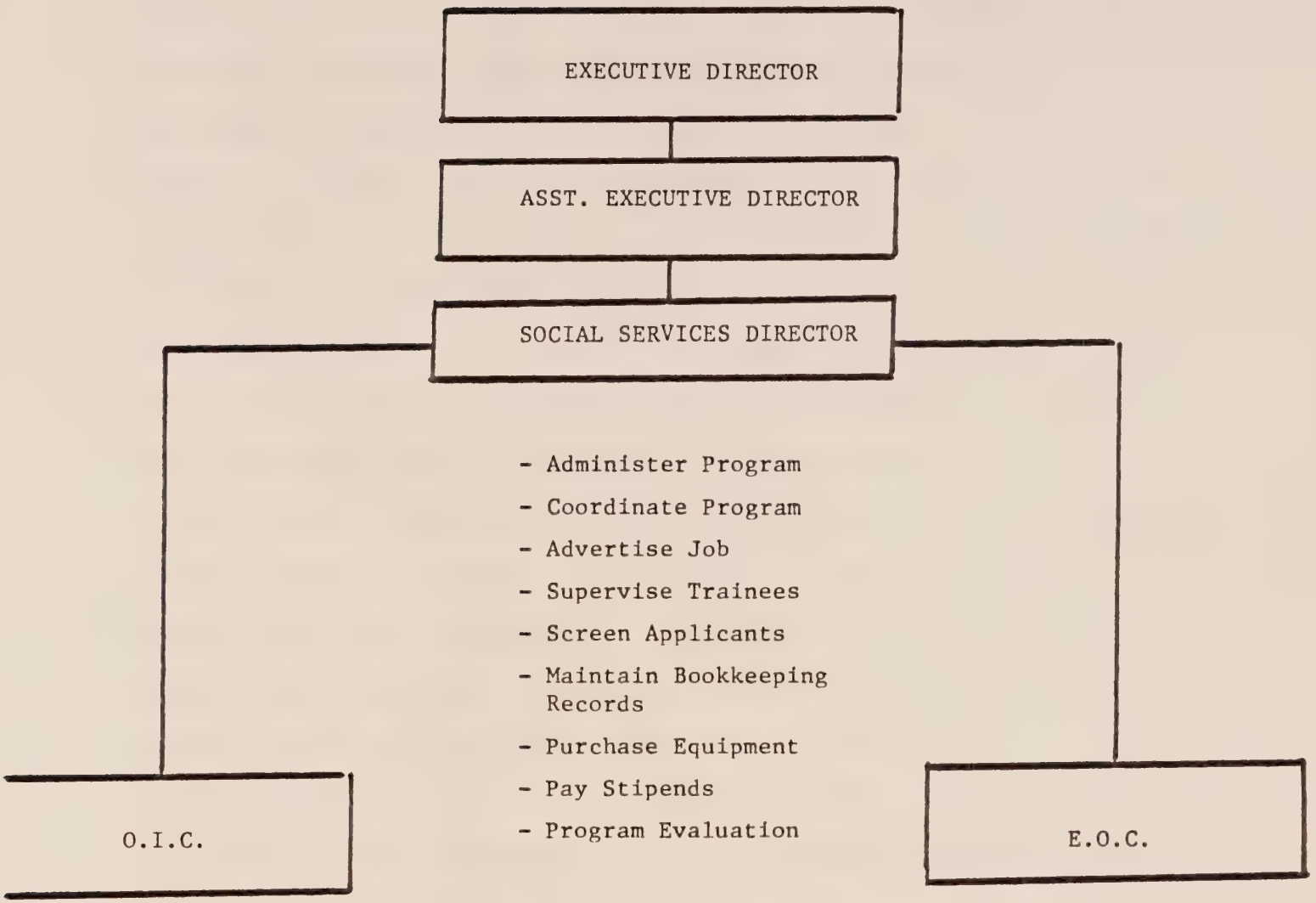
(4) Applicants must have been unemployed 15 to 26 weeks prior to March 24, 1983.

(5) Applicants accepted for employment will be cleared by state employment office

(6) Priority will be given to minorities and especially women

(7) Impression made during interview

ATHENS HOUSING AUTHORITY
EDUCATION/EMPLOYMENT TRAINING PROJECT
ORGANIZATIONAL STRUCTURE



OPERATION SCHEDULE

The Athens Housing Authority Social Services Department proposes to administer the Education/Employment Training Project. The project will operate Monday through Friday from 8:00 a.m. to 5:00 p.m. Trainees for project will be screened by a committee composed of Robert Harrison, Director of E.O.C., Pearlie Woods, Executive of OIC, and James Fair, Director of Social Services Department. Trainees accepted in the project will be approved by the Social Services Department. Each trainee accepted in the project will be interviewed for information on their work history.

E.O.C. will provide an inventory test to trainees who are unaware of their job skills and interest. OIC will assist E.E.T.P. coordinator to setup G.E.D. instructions for participants who have not completed high school. Trainees will be placed with the E.E.T.P. Administrative staff for counseling and job placement for training. An agreement will be made between the business and project coordinator to outline the job training schedule for each trainee. Businesses will be encouraged to employ trainees who demonstrate a positive work performance during the training period.

A weekly training session will be coordinated by OIC to provide an opportunity for trainees to share experience and acquire information on how to conduct themselves in the working world.

The Administrative staff will meet weekly with OIC, E.O.C., and the Social Services Department to discuss role of each agency.

Coordinator Eligibility:

Applications for the E.E.T.P. coordinator position will be accepted at the Social Services Department beginning December 1, through December 7, 1983.

The criteria for employment of coordinator:

(1) Resident of the City of Athens

(2) College degree or equivalent training/experience

(3) Supervisory experience

(4) Experience working with low income people

(5) Impression made during interview

Applicants for coordinator position will be interviewed beginning December 9, through December 14th. All applicants who are not considered will be sent letters. Applicants who are accepted for employment will be notified by phone or in person.

V. Organizations

A. Athens Area OIC Executive Director, Pearlie Woods, agrees to provide the following supportative services:

1. To provide supervision for a G.E.D. instructor and a maximum of eight hours of instructions weekly based on the trainees needs. (See personnel on budget sheet)

2. To assist Job Developer with job placement of trainees.

3. To supervise two (2) hours weekly training sessions for all trainees to discuss job roles and provide information on how to maintain employment.

B. Education Opportunity Center will provide the following supportative services:

1. To offer advice on how to locate colleges and vocational schools who offer career training and financial aide for disadvantaged students.

2. To administer career interest inventory test to trainees who are undecided about the type of job training. The career interest inventory test will be available to all trainees as often as needed.

3. To coordinate a special workshop for trainees on how to find a job, get a job, and keep a job.

C. Athens Housing Authority Social Services Department agrees to provide the following:

1. Provide supervision for the E.E.T.P. coordinator, job developer, and instructors.

Job Developer Eligibility:

Applications for E.E.T.P. Job Developer position will be accepted at the Social Services Department December 1, through December 7, 1983.

The criteria for employment of Job Developer:

(1) Resident of the City of Athens

(2) College degree or equivalent experience/training

(3) Personnel counseling experience

(4) Experience working with low income people

(5) Impression made during interview

Applicants for Job Developer position will be interviewed beginning January 3, through January 6, 1984. Applicants not accepted will be sent letters. Applicants who are accepted for employment will be notified by phone or in person.

Instructor Eligibility:

Applications for E.E.T.P. instructor position will be accepted at the Social Services Department beginning December 1, through December 7, 1983.

The criteria for employment of instructor:

(1) Resident of the City of Athens

(2) College degree or equivalent experience/training

(3) Teaching experience

(4) Impression made during interview

Applicants for instructor position will be interviewed beginning January 3, through January 6, 1984. Persons who are not considered for the position will be sent letters. Applicants who are accepted for employment will be notified by phone or in person.

2. Screen, interview, and make recommendations on the selection of trainee for program based on Section 8 Income Guidelines and Job Bill requirements.

3. Employ a full time coordinator, part-time job developer, and part-time instructors.

4. Assist a coordinator in developing schedules of employment, training, and counseling for each participant.

5. Establish and maintain bookkeeping and administrative records on project.

6. Prepare time sheets biweekly on administrative staff.

7. Maintain records on stipends allocated to trainees.

D. Location of Social Services Department and Supportative Agencies

The Social Services Department is located at 285 Rocksprings Court near the Clarke Central baseball field on the corner of Baxter & Rocksprings Street.

Supportative Agencies

Athens Area OIC office is located at 496 Reese Street one block off West Broad Street and Hancock Avenue. Educational Opportunity Center is located at 721 S. Milledge Avenue.

E. In-kind support will be provided by the Athens Housing Authority, OIC, and E.O.C. to include meeting/training space, utilities, paper materials, equipment and staff time.

VI. Reimbursement: The Athens Housing Authority has an accounting department with a Controller and Bookkeeper certified to handle all public housing financial matters.

A. It is agreed by the Athens Housing Authority to pay stipends to trainees who are eligible for assistance with transportation, supplies, meals related to training, child care and tuition. The AHA will also purchase supplies, equipment, and pay salaries to administrative staff, pay for contract and rental services. The Authority will submit a reimbursement request to the City of Athens Community Development Office for reimbursements.

B. Fidelity Bonding. The Athens Housing Authority has a Fidelity Bond. A copy of the bond is attached to the proposal.

C. Budget is based on a projected enrollment of twenty (20) trainees for a minimum of twenty five weeks.

Jobs Bill Budget

1. Coordinator (1)	7 months-full time $866.00 monthly	$ 6,062.00
Job Developer (1)	7 months-full time $771,43 monthly	5,400.00
Instructor (1)	7 months-part-time $385.71 monthly	2,700.00
	Sub Total	$14,162.00

Fringe 15%----------$ 2,124.30

Total Personnel----------$16,286.30

(2) Equipment----------$ 9,659.70
Travel 4000mi. @ .20 per mile-------- 800.00
Supplies---------- 754.00
Contract & Consultant---------- 1,000.00
$12,213.70

(3) Stipends

(Trainees needs based payments)

Transportation----------$ 2,500.00

$1.00 per day x 125 training days
for 20 trainees (bus rate round trip)

Cost of meal----------$ 7,500.00

$3.00 per day x 125 training days
for 20 trainees

Child Care----------$ 7,500.00

12 trainees for 25 weeks at $25.00 per week

Books, tools, paper, etc.----------$ 4,000.00

$200.00 per trainee $21,500.00
$50,000.00

NOTE: Child Care Trainees may receive the cost of Child Care up to $25.00

EDUCATION/EMPLOYMENT TRAINING PROJECT
EQUIPMENT LIST

Program office furniture and equipment:

4-Drawer file cabinet (2)	$ 250.00
IBM Electric Typewriter (1)	1,500.00
Video Equipment	3,000.00
Office Desks (2)	500.00
Office Chairs (2)	300.00
Portable Office Computer (1)	2,000.00
	$7,550.00

COORDINATOR

Job Description

DEFINITION

To supervise the activities of the Comprehensive Education/Employment Training Program. To oversee the operations of the program and periodically submit reports to the Executive Director on the effectiveness of the program.

DUTIES

1. Coordinates activities and maintain close liaison between the Counselors, Job Developers, and other departments to insure trainee interests are identified and most met.

2. Conducts regular staff meetings at which all component staff who are working with clients can exchange information about the clients training progress, problems, and job readiness.

3. Reviews regularly the progress of each participant towards employability and develops individual prescriptions for each trainee based on needs discovered in test results.

4. Sets up evaluative procedures with instructional and counseling staff. Conducts evaluation conference, if necessary, for decision to retain participant or not.

5. Assists in providing and maintaining facilities conducive to a sound training environment, supervises the requirement and maintenance of tools and equipment necessary for contracted training programs.

6. Arrange regular motivational activities which may include field trips, guest speakers, etc.

7. Supervises the preparation of a comprehensive profile for each participant to include attitude towards work, attendance habits, all other behavioral patterns and other pertinent information.

8. Performs teaching and related duties as required.

REQUIREMENTS

1. Bachelors degree or equivalent academic training in an accredited college or university with three years of related experience.

2. At least two years experience working in a social service or educational environment in a capacity related to instruction, administration, career development, curriculum coordination, etc. which fostered training of participants in skills related areas.

3. Experience in curriculum development, scheduling, proposal writing and or the coordination and research of data for proposals in most desirable.

4. Any equivalent combination of acceptable training and experience may be submitted for any of the above requirements.

JOB DEVELOPER

Job Description

DEFINITION

This is a responsible position. This individual is responsible for contacting personnel or supervisory representatives of business, industry, labor, government and social service agencies in order to develop employment opportunities for graduates of skills training classes. The principle function is to develop jobs which match participants demonstrated competencies and achievement goal. This individual will perform job-related counseling to enhance the participants' employability and conduct follow-up activities to assist with participant upward and lateral mobility in the labor market.

DUTIES & RESPONSIBILITIES

1. Contacts personnel representatives from business, industry, labor, government and social service agencies to establish rapport and develop employment opportunities for graduates of skills training classes.

2. Documents information on all employer contacts including immediate employment needs, requirements for entry-level jobs, including potential for upward and mobility of participants once placed.

3. Provides assistance to participants in preparation of resumes, job application and other supporting documents.

4. Conducts vocational and career awareness clinics for participants.

5. Obtains and verifies references before participants are referred to a job interview.

6. Makes appointments for job interviews prior to making referrals to potential employers.

7. Performs same day or next day follow-up to determine if participants keep their job interview appointments and determines the results of the referral.

8. Completes termination procedures after participant has been placed on the job.

9. Schedules representatives from business, industry, labor and government to address participants about the realities of the World of Work.

10. Develops and maintains an accurate system of reporting procedures that are consistent with the management information system (MIS).

11. Utilizes data and summaries of labor market analysis, employment trends and related material to aid in job development and placement.

12. Participates in all staffing conferences at which all component staff who are are working with participants can exchange information about participant training progress, problems and job readiness.

13. Conducts 30-day follow-up of participants placed on jobs to determine the status of participants as required by CETA Regulations.

14. Assist in development of Job Development seminars for OIC and all cooperating components, providing input from experiences and sharing information and techniques. Performs other duties as required.

MINIMUM REQUIREMENTS:

1. Bachelors Degree MA perferred

2. At least two years experience in the area of job development, personnel counseling, one year of which was spent working in a vocational or manpower training institution.

3. An equivalent combination of acceptable training or education and experience may be substituted for any of the above requirements.

4. Ability to establish rapport with disadvantaged.

INSTRUCTOR

Job Description

DEFINITION

To provide the services to each participant that will allow that individual to master basic skills and unique techniques applicable to the vocation of their choice.

This is performance instructional work teaching course content of one or more subjects and other course material to clients in a vocational training center.

DUTIES & RESPONSIBILITIES

1. Prepare course outline for subject matter to be taught, including time allotment; submits preparation to Supervisor of Training for review, revision, and approval.

2. Prepares daily lesson plans and weekly units of work to be taught in conformance with general instructional plan.

3. Instructs participants by lecture, demonstration, and tutorial methods, using published materials, texts, blackboard, audio-visual equipment and other teaching aids as required. Conducts schedules through all Skills Training Areas in Center.

4. Reviews participant's work monthly to assist in developing better work and study habits; evaluates results upon completion of assignment; discusses participant's needs and problems with counselor regularly.

5. Devises and administers periodic tests in subject matter to assess participant progress and adjusts teaching program accordingly.

6. Evaluates, groups, and grades participants in accordance with established standards and criteria.

7. Makes recommendations concerning utilization value and client response to course material and method of presentation.

8. Conducts "trial" period for prospective participants. This period will expose participants to the different levels of training, and will allow them to determine if they are certain about their chosen area of training. This period also enables the component to assess the participant's specific aptitudes and motivation.

9. Administers performance examinations to all participants upon completion of training.

10. Assist in designing a related education curriculum that highlights classroom knowledge related to the skill training areas that will enables the participant to achieve full skills development.

11. Performs other duties as required.

ENGLISH CURRICULUM
EDUCATION UNIT

A. The Sentence

1. What is a sentence
2. Different kinds of sentences
3. Punctuating sentences
4. Parts of the sentence
5. The simple predicate
6. The simple subject
7. The subject in unusual positions
8. The subject in imperative sentences
9. Compound subjects
10. Compound predicates
    Review

B. Using sentences correctly

1. Avoiding sentence fragments
2. Avoiding run-on sentences
   Review

C. Using Nouns

1. What are nouns
2. Common nouns and proper nouns
3. Singular and plural nouns
4. Making nouns show possession
   Review

D. Using Verbs

1. What are verbs
2. Main verbs and helping verbs
3. Direct objects of verbs
4. Linking verbs
5. Verb Tenses
   Review

E. Using Irregular Verbs

1. Principal parts of verbs
2. Regular verbs
3. Irregular verbs
4. Oral Drills

F. Using Pronouns

1. Substituting pronouns for nouns
2. Using pronouns as subjects
3. Using pronouns after linking verbs
4. Using pronouns as objects
5. Using we and us
6. Possessive pronouns

G. Using Adjectives

1. What are adjectives
2. Articles
3. Proper adjectives
4. Using adjectives correctly
5. Making comparisons with adjectives
   Review

H. Using Adverbs

1. What are adverbs
2. Making comparisons with adverbs
3. Adjectives or adverbs

I. Using Prepositions and Conjunctions

1. What are prepositions
2. Objects of prepositions
3. Using prepositional phrases in the right places
4. What are conjunctions

J. Using the Parts of Speech

1. The parts of speech
2. Using words as different parts of speech

K. Making Subjects and Verbs Agree

1. Rules for making the subject and verb agree
2. Special problems with subjects

L. Using Compound Sentences

1. A review of the sentences
2. What are compound sentences

M. Capitalization

1. Proper nouns and adjectives
2. First words

N. Punctuation

1. Using the period
2. Using the question marks
3. Using the exclamation point
4. Using the comma
5. Using the apostrophe
6. Using the hyphen
7. Using quotation marks

Spelling tests and oral drills will be incorporated throughout the curriculum to enhance spelling skills and oral communication skills.

READING CURRICULUM
EDUCATION UNIT

A. Word Attack Skills

1. Sight vocabulary
2. Meaning clues and their uses

B. Phonics

1. Structural analysis/phonics
2. Skills application

C. Methods for Correcting Word Recognition Difficulties

1. Correct and incorrect visual perception habits
2. Knowledge of word elements
3. Visual synthesis

D. Correcting Basic Comprehension

1. Words and contextual aids (Vocabulary)
2. Sentences (Usage)
3. Main idea
4. Relationships/Conclusions
5. Sequence

E. The transition of word meaning from a functional level to a job oriented level.

MATHEMATICS CURRICULUM
EDUCATION UNIT

A. Whole Number Operations and Place Value

1. Addition
2. Subtraction
3. Multiplication
4. Division

B. Fractions and Thier use with Special Emphasis on Place Value

1. Addition of Fractions
2. Subtraciton of Fractions
3. Multiplication of Fractions
4. Division of Fractions
5. The Concept of Equivalency and Proportionality

C. Operations of Decimals and Place Value

1. The relationship between fractions and decimals
2. Addition of Decimals
3. Subtraction of Decimals
4. Multiplication of Decimals
5. Division of Decimals
6. The Concept of Equivalency and Proportionality between the decimal and fraction

D. Basic Algebraic Operations

1. The Integers and their relationship to whole numbers and decimals

2. The simple Algebraic Equation
3. Inverse Operations and thier uses in solving algebraic problems

4. The variable Dependent and Independent
5. Problem Solving

BUDGET

Payment: Payment under this Contract is limited to the below designated project, and total cost, and accordance with the Budget attached hereto and by reference made a part hereof and designated as Exhibit 1.

BUDGET

PROJECT	COMMUNITY DEVELOPMENT	NON-COMMUNITY DEVELOPMENT
002-720	$50,000.00	- 0 -

It is expressly understood and agreed that in no event shall the total compensation by the City for a specific project exceed the maximum sum allocated.

Payment shall be on a reimbursable basis upon the City's receipt of a report of Combined Cost Control and Statement of Accountability from the Agency. (Forms to be provided).

Budget Revisions: Funds may be shifted between line items of a single project without prior approval as it (the line item or the total) does not exceed ten (10%) per cent of the individual line item or total. However, a Budget Revision Form must still be submitted to the H&CD Department within five (5) working days of such shift. If and when a budget is revised more than once and the cumulative total exceeds 10%, then prior approval is required. Any shifting of funds that exceeds 10% of any line item or total at any time must be approved in advance of obligations utilizing the appropriate Budget Revision Form.

A statement of the justification of budget revisions exceeding 10% must be attached to the Budget Revision Form. The 10% rule applies whether funds are being removed or added to another line item.

Accounting Procedures

Deposits: The Agency shall designate a commercial bank as the depositary for the receipt of funds. The City shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the Agency directly into the designated bank account. No advance of funds shall be available to the Agency . The Agency will furnish the City with a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control. Advice in setting up adequate records of accounts will be provided by the City.

Allowable Travel: The Agency's expenses charged for travel shall not exceed those allowable under the policies of the City of Athens. Copies of travel policies are available from the City Accounting Department.

Operating Hours and Holidays

Unless otherwise specified and approved in advance by the City, the Agency agrees to maintain regular operating hours in accordance with those of the City's; and to observe only those holidays observed by the City. The City reserves the right to deduct any expenses submitted for reimbursement pertaining to operational cost which are requested for holidays not approved by the City.

The Agency's operating hours and observance of holidays shall be in accordance with the operations schedule attached hereto and by reference made a part hereof and designated as "Exhibit" 2.

Records

The Agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and will be retained for three (3) years after the expiration of this Contract. All such records and accounts will be made available for examination by any official representative of the City, HUD or the General Accounting Office.

Fidelity Bonding

Prior to the disbursement of funds to the Agency, the City shall receive a statement from the Agency's Chief Fiscal Officer or Insurer assuring that all persons handling funds received or disbursed under this Contract are covered by Fidelity Insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the City for its own employees. However, in no event shall the amount be less than the Grant supplied by the City. The Fidelity Bond shall be attached hereto and by reference made a part hereof and designated as "Exhibit" 3.

Reimbursement Procedure

Subject to availability of funds from HUD, the City shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment and shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in the respective budget.

The Agency will furnish the City a request for reimbursement indicating the expenditure of City funds for each request period. Reimbursement checks shall be issued on Friday only. In order to receive a check on any Friday, reimbursement forms must be submitted to the Housing and Community Development Department in Triplicate not later than 12:00 noon on the preceding Friday. Forms and instructions will be provided. If the City withholds payment, it shall advise the Agency in writing and specify the actions that must be taken, in case of suspension, as a condition precedent to the re-assumption of payments. The Agency will remit any unexpended balance of payments on the account of the Grant as well as such other portions of such payments previously received as determined by the City to be due the City. The action of the City in accepting any such amount shall not constitute a Waiver of any claim which the City may otherwise have arising out of this Agreement.

Non-Expendable Property

All non-expendable property acquired for the program will revert to the City upon the expiration of this contract unless otherwise provided for, and an up-dated signed copy of this inventory will be provided the H&CD Department as non-expendable property is acquired. No disposition of non-expendable property is permitted without the express written consent of the City of Athens. The Agency shall abide by the policies of the City of Athens in the sale of any non-expendable property which the City approves of selling.

Beneficiaries

The Agency agrees that a minimum of ninety percent (90%) of the citizens served as a result of this contract are City of Athens residents and that at least 75% of all persons served are low and other lower income citizens. The City shall provide the Agency with the appropriate income scale to assist in determining the income status of an individual. The Agency agrees to maintain supporting income documentation on file on each person served and shall make such information available to H&CD officials, HUD, and the General Accounting office upon request.

Public Notices

The Agency shall make available to the public appropriate notices informing the public that the services provided for under this contract are available to the public for the primary purposes of serving very low and other lower income citizens of Athens. The Agency shall also disseminate public notices for any employment opportunities which arise as a result of this agreement. Any literature published or public announcements made as relates to the activities funded by this contract shall have the following clause inserted,"Funding made available for this project by the Community Development Block Grant Program of the City of Athens, an Equal Opportunity Employer". The Agency shall maintain records of such notices and notify the Department of Housing and Community Development of any notices prior to the publication of such notices for review.

Reporting Procedures

The Agency shall be responsible for submitting monthly and quarterly programmatic reports as described below. Failure to submit said reports may delay any reimbursement requests submitted by the Agency.

A. Monthly Reports: The Agency shall submit a monthly report not later than the close of business the last Monday of each month. Information relative to the form and content of the report shall be provided by the City.

B. Quarterly Reports: The Agency shall submit quarterly reports according to the schedule attached hereto and designated as "Exhibit 4". The form and content of the quarterly reports shall be in the format of HUD's Annual Grantee Performance Report (GPR) which will be supplied by the City.

Monitoring

The City shall monitor the Agency regularly on a quarterly basis to verify eligible beneficiaries, income requirements, employment practices, and other related aspects of the contract. The Agency shall be notified at least seven (7) working days prior to a monitoring visit. The City may from time to time schedule monitoring visits to provide technical assistance and discuss other problems and needs. All program records must be maintained at a location as identified by the Agency and made known to the City prior to entering into contract. All records must be made available to the City and HUD for review.

Assignment of Contract

None of the work or services covered by this Contract shall be sub-contracted without the prior written approval of the City. Any work or services sub-contracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

Commencement of Services

The services of the Agency are to commence as soon as practicable after the execution of this Contract and shall be undertaken and completed in such sequence as to assure the expenditious completion in light of the purposes of this Contract, but in any event all of the services hereunder shall be completed on or before June 30, 19 84.

Contract Amendments

The City may, from time to time, request changes in the Scope of Services of the Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Agency's compensation, which are mutually agreed upon by and between the City and the Agency, shall be incorporated in written amendments to this Contract.

Indemnification

The Agency shall indemnify and hold harmless the City of Athens for any claims whatsoever arising out of any accidents, personal injury, or damage to property received as a result of the agency's implementation of any of the programs or activities of this contract.

Termination of Contract

If through any cause, the Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Agency shall voilate any of the convenants, agreements, or stipulations of this Contract, or if the Grant from HUD under which this Contract is made is terminated by HUD, the City shall thereupon have the right to terminate this contract by giving notice to the agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this Contract shall, at the option of the City, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of this Contract.

Certifications

The Agency hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also the Agency gives assurances and certifies with respect to the grant that:

A. It has assigned and designated an official representative of the Agency to execute the Contract, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Agency to act in connection with the Contract and to provide such additional information as may be required.

B. It has developed its Scope of Services so as to gove maximum feasible priority to activities which benefit low-and moderate-income families or aid in the prevention or elimination of slums or blight;

C. It has authorized and consents on behalf of the Agency and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official;

D. The contract will be conducted and administered in compliance with:

1. Title VI of the Civil Rights Act of 1964 (Pub.L. 880352) and implementing regulations issued at 24 CFR Part 1;

2. Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), as amended; and that the Agency will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;

3. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto;

4. Section 3 of the Housing and Urban Development Act of 1968, as amended; and further described in the Section 3 Affirmative Action Plan attached hereto and designated as "Exhibit 5";

5. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issues at 41 CFR Chapter 60;

6. The Age Discrimination Act of 1975 (Pub.L. 94-135), as amended; and implementing regulations when published for effect;

7. The regulations, policies, guidelines, and requirements of OMB Circular Nos. A-102, Revised, A-87, A-110 and A-122 as they relate to the acceptance and use of Federal funds under this federally-assisted program;

E. It will give the City of Athens, HUD and the Comptroller General or any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant;

F. It will comply with the Section 3 clause of the Housing and Urban Development Act of 1978, more specifically identified as follows:

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The Agency will send to each labor organization or representative of workers with which he has a collective bargain-agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

4. The Agency will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Agency will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure

to fulfill these requirements shall subject the applicant or recipient, its contractors and sub-contractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

F. The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Contract upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the City shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee.

H. That no member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant.

Supplemental Certification and Agreement

The Agency agrees to give priority consideration, in cases of employment and/or training opportunities, to lower and other lower income residents of the City of Athens referred by the Georgia State Department of Labor. The Agency further agrees as follows:

1. That the funds provided for under this contract will be obligated and disbursed as rapidly as possible so as to quickly assist the unemployed and the needy;
2. That the funds will be utilized in areas where unemployment is highest and has been high for the longest period of time and for authorized purposes which have the greatest immediate employment impact;
3. That the funds will be utilized to maximize immediate creation of new employment opportunities to individuals who were unemployed at least 15 of the 26 weeks prior to March 24, 1983; and
4. That special consideration will be given to the employment of monorities and women in an effort to provide jobs in proportion to their presence among the total group of unemployed persons in Athens.
5. The Agency shall be responsible for documentation and verification of the above.

BY: Athens Housing Authority
Name of Agency

Robert E. Pless
Signature of Authorized Agent

December 1, 1983
Date

The Agency shall comply with all applicable laws, ordinances and codes of the State and local governments.

IN WITNESS WHEREOF, the City and Agency have executed this Agreement as of the date first above written.

AGENCY:

Athens Housing Authority
Name of Agency

BY: Robert E. Pless
Authorized Agent

CITY OF ATHENS:

BY: Lauren M. Coil (SEAL)
Mayor

BY: J C Fowler
Johnny Fowler (ATTEST)

BY:
City Attorney (AS TO FORM)

BY: Steven M Martin
Community Development Department

B U D G E T F O R M

FISCAL YEAR 1983-84 PROGRAM FUNDS Jobs Bill

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY OF ATHENS

SUBMIT IN TRIPLICATE!

Operating Period: (From) December 1, 19 83 (To) November 30, 19 84

Title of Activity: Education/Employment Training Project

Operating Agency: Athens Housing Authority Social Services Department

Address: 285 Rocksprings Court

Contact Person: James Fair & Bob Pless

Cost Category	Total Budget	CD Share	Non-CD Share	Source of Non-CD Share
1) Personnel	$16,286.30	$16,286.30		
2) Consultants and Contract Services	1,000.00	1,000.00		
3) Materials/ Supplies	754.00	754.00		
4) Travel	800.00	800.00		
5) Rental, Lease or Purchase Equipment	9,659.70	9,659.70		
6) Rent				
7) Utilities				
8) Other (Specify)	21,500.00	21,500.00		
9) Total	$50,000.00	$50,000.00		

Submitted By: Robert E. Pless
Signature of Agency Official

Date: December 1, 1983

Approved By: Steven J. Martin
Signature of Community Development Official

Date: December 14, 1983

HOLIDAYS OBSERVED
1983 - 1984

New Year's Day	January 2nd
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	September 5th
Thanksgiving Day	November 24 & 25th
Christmas Day	December 23 & 26th

HUD-4
(7-67)

BLANKET POSITION BOND FOR PUBLIC HOUSING AND/OR URBAN RENEWAL PROJECTS

DECLARATIONS

Bond No. 02 0080 1137 78

Item 1. Name of Surety: United States Fidelity & Guaranty Company (herein called Surety)

Home Office Address: 100 (Number) Light Street (Street) Baltimore (City) Maryland (State)

Item 2. Name of Insured: The Housing Authority of the City of Athens, Georgia (herein called Insured)

Principal Address: P.O. Box 1469 (Number) (Street) Athens, (City) Georgia (State)

Item 3. Bond Period: from the beginning of June 30,1978 (Month, Day, Year) to 12 o'clock night on the effective date of the cancellation or termination of this bond as an entirety.

Item 4. Limit of Liability: $ ~~5,000.~~ See Rider for additional #45,000.00

Item 5. The liability of the Surety is subject to the terms of the following riders attached hereto:

HUD-5- Additional Indemnity Rider
HHFA-3-Salvage Clause Rider

Item 6. The Insured by the acceptance of this bond gives notice to the Surety terminating or cancelling prior bond(s) or policy(ies) No.(s). Nil, such termination or cancellation to be effective as of the time this bond becomes effective.

Item 7. The Department of Housing and Urban Development, an executive department established under the Executive Office of the President, United States of America, by an act of Congress approved September 9, 1965 (79 Stat. 667-671), or its successors, as its interests may appear, shall administer all the provisions of this contract and be entitled to all the rights hereunder applicable to the United States of America.

(a) Notices, approvals, and requests required by the provisions hereof shall be sent to the Surety addressed to it at the address designated in Item 1.

(b) Notices, acceptances, and requests required to be sent to the Insured shall be sent to the Insured addressed to it at the address designated in Item 2.

(c) Notices and requests required to be sent to the United States of America shall be addressed to the Regional Administrator, Department of Housing and Urban Development, at 1371 Peachtree St., N.E., Atlanta, Georgia 30309.

Signed, sealed, and dated this 10th day of MAy, 1978.

United States Fidelity & Guaranty Company (Company)

By G.C. Helzer

G.C. Helzer

Attorney-in-fact (Title)

(Over)

HUD-5
(7-67)

ADDITIONAL INDEMNITY RIDER

To be attached to and form part of Bond No. 02 0080 1137 78

Insured:

It is agreed that:

1. Additional indemnity, in accordance with the terms of the attached bond, is granted by this rider on Employees performing the duties of the following positions, to the amount set opposite the names of such positions, respectively. If any Employee, in the performance of the duties of such position, is authorized to sign or countersign checks or drafts of the Insured, herein called check signer and countersigner, respectively, or to certify vouchers which are to accompany such checks or drafts, herein called voucher certifier, the additional indemnity provided on such position shall apply to any other person or persons covered under the attached bond and designated by the Insured to sign or countersign checks or drafts or to certify vouchers as an alternate to act only in the absence of such check signer, countersigner, or voucher certifier, as the case may be, but the liability of the Surety under such additional indemnity for acts or defaults by such Employee and such other person or persons is limited, in the aggregate, to the amount specified herein applicable to such Employee performing the duties of such position.

2. The liability of the Surety under this rider on account of any one Employee in any one or more of such positions (in the original or an increased or decreased amount) shall not exceed the largest single amount of indemnity on any one position occupied by such Employee.

3. No losses shall be recoverable under this rider unless caused by an Employee who has been identified as having caused such loss, anything to the contrary in said bond or this rider notwithstanding.

POSITION	LOCATION	TOTAL NUMBER OF EMPLOYEES IN EACH POSITION	AMOUNT OF ADDITIONAL INDEMNITY ON EACH EMPLOYEE
Executive Director	Athens, Georgia	1	45,000.
Asst. Executive Director	Athens, Georgia	1	45,000.
Accountant	Athens, Georgia	1	45,000.

4. This rider is effective as of June 30,1978

ADDITIONAL INDEMNITY RIDER
FOR USE WITH BLANKET POSITION BOND FOR
PUBLIC HOUSING AND/OR URBAN RENEWAL PROJECTS,
TO PROVIDE ADDITIONAL INDEMNITY COVERAGE.

218767-P

HUD-Wash., D. C.

U. S. Department of Housing and Urban Development
Low-Rent Public Housing

INSURANCE APPROVAL FORM

HUD-5974
September 1967
(Formerly PHA-974)

Project Nos. (Attached)

Type of Coverage Fidelity Bond

Company U.S. Fidelity & Guaranty Co.

Policy No. 02 00 80 0 113 778

Subject to Dividend Yes ☐ No ☒

Initial Premium 1,279

Estimated Dividend —

Net Premium 1,279

Reviewed and approved by HUD 7/17/81 (date)

per W.O. Johnsen
Fiscal Analyst.

SUBSEQUENT ENDORSEMENTS:

DATE OF ENDORSE.	AMOUNT OF ADDN. PREM.	HUD APPROVAL PER	DATE OF APPROVAL

Adjusted Premium $ _____

NOTES:

1. Copies of all subsequent endorsements to this policy should be forwarded to this office.

2. For policies subject to final premium audit insert letter "A" in lieu of premium charges.

Remarks: Coverage from 6/30/81 – 6/30/84

ATTACH TO POLICY

U.S GOVERNMENT PRINTING OFFICE: 746-174/IV 604/ 73

221587-P HUD-Wash., D. C.

SALVAGE CLAUSE RIDER

To be attached to and form part of Bond No. 02 0080 1137 78

Insured: The Housing Authority of the City of Athens, Georgia

It is agreed that:

1. The attached bond is hereby amended by adding an additional section to the Conditions and Limitations as follows:

> "Section 9. If the Insured shall sustain any loss covered by this bond which exceeds the amount of indemnity provided by this bond, the Insured shall be entitled to all recoveries (except from suretyship, insurance, reinsurance, security, or indemnity taken by or for the benefit of the Surety) by whomsoever made, on account of such loss under this bond until fully reimbursed, less the actual cost of effecting the same; and any remainder shall be applied to the reimbursement of the Surety."

2. This rider is effective as of June 30, 1978

SALVAGE CLAUSE RIDER
FOR USE WITH BLANKET POSITION BOND FOR
PUBLIC HOUSING AND/OR URBAN RENEWAL
PROJECTS TO ADD A SALVAGE CLAUSE.

INSURING AGREEMENT

The Surety, in consideration of the payment of the premium, and subject to the Declarations made a part hereof, the General Agreements, Conditions and Limitations, and other terms of this bond, agrees to indemnify the Insured or the United States of America acting by and through the Department of Housing and Urban Development, and any successors to its powers, functions, and duties, as its interests may appear, against any loss of money or property belonging to the Insured or in which the Insured has a pecuniary interest or which is held by the Insured as bailee, trustee, or agent or in any other capacity and whether or not the Insured is liable for the loss thereof which the Insured or the United States of America shall sustain through any fraudulent or dishonest act or acts committed by any of the Employees, acting alone or in collusion with others, during the Bond Period, the amount of indemnity on each of such Employees being the amount stated in Item 4 of the Declarations.

GENERAL AGREEMENTS

CHANGES IN AMOUNT OF COVERAGE

A. If the Insured shall request the Surety to change the amount of the Limit of Liability stated in Item 4 of the Declarations, and the Surety shall elect so to do, the Surety shall make such change by written acceptance, provided, however, that in this event the Surety shall notify the United States of America in writing of such request, and if the United States of America shall, within ten (10) days after receipt from the Surety of such written notice, advise the Surety in writing that it does not consent thereto, such change shall become inoperative and such Limit of Liability shall continue in the amount stipulated prior thereto as if such change had never been made.

METHOD OF CLAIM PAYMENT

B. Settlement of any claim hereunder shall be made by check or draft payable to the Insured, but no such settlement shall be made until prior written approval thereof shall have been given by the United States of America to the Surety.

LOSS UNDER PRIOR BOND OR POLICY

C. If the coverage of this bond is substituted for any prior bond or policy of insurance carried by the Insured or by any predecessor in interest of the Insured, which prior bond or policy is terminated, canceled, or allowed to expire as of the time of such substitution, the Surety agrees that this bond applies to loss which is discovered as provided in Section 1 of the Conditions and Limitations and which would have been recoverable by the Insured or such predecessor under such prior bond or policy except for the fact that the time within which to discover loss thereunder had expired; provided:

(1) The indemnity afforded by this General Agreement C shall be a part of and not in addition to the amount of insurance afforded by this bond;

(2) Such loss would have been covered under this bond had this bond with its agreements, limitations, and conditions as of the time of such substitution been in force when the acts or defaults causing such loss were committed; and

(3) Recovery under this bond on account of such loss shall in no event exceed the amount which would have been recoverable under this bond in the amount for which it is written as of the time of such substitution, had this bond been in force when such acts or defaults were committed, or the amount which would have been recoverable under such prior bond or policy had such prior bond or policy continued in force until the discovery of such loss, if the latter amount be smaller.

THE FOREGOING INSURING AGREEMENT AND GENERAL AGREEMENTS ARE SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

BOND PERIOD, DISCOVERY

Section 1. Loss is covered under this bond only if discovered not later than three years from the end of the Bond Period.

Subject to General Agreement C, this bond applies only to loss sustained by the Insured through fraudulent or dishonest acts committed during the Bond Period by any of the Employees.

DEFINITION OF EMPLOYEE

Section 2. As used in this bond, "Employee" means any Commissioner of the Insured and any person who is a member of the staff or personnel of the Insured while such Commissioner or person is engaged in the service of the Insured during the term of this bond.

COVERAGE ON UNIDENTIFIABLE EMPLOYEES

Section 3. If a loss is alleged to have been caused by fraudulent or dishonest acts of any one or more of the Employees and the Insured shall be unable to designate the specific Employee or Employees causing such loss, the Insured or the United States of America shall nevertheless have the benefit of this bond, provided that the evidence submitted reasonably proves that the loss was in fact due to the fraudulent or dishonest act of one or more of the said Employees, and provided, further, that the aggregate liability of the Surety for any such loss shall not exceed the amount stated in Item 4 of the Declarations.

NOTICE AND PROOF OF LOSS

Section 4. Within a reasonable time after discovery by the Insured of any loss hereunder, the Insured shall give the Surety written notice thereof, and within 180 days, or any extension thereof as may be requested by the Insured or the United States of America and agreed to, in writing, by the Surety, after such discovery shall file with the Surety affirmative proof of loss itemized and sworn to on forms furnished by the Surety. In the event of discovery of any loss covered hereunder, the United States of America is empowered to give notice thereof to the Surety.

LIMIT OF LIABILITY

Section 5. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the Limit of Liability stated in Item 4 of the Declarations shall not be cumulative from year to year or period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE

Section 6. With respect to loss caused by any Employee or which is chargeable to any Employee as provided in Section 3 and which occurs partly during the Bond Period and partly during the period of other bonds or policies issued by the Surety to the Insured or to any predecessor in interest of the Insured and terminated or canceled or allowed to expire and in which the period for discovery has not expired at the time any such loss thereunder is discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount stated in Item 4 of the Declarations or the amount available to the Insured under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss, if the latter amount be the larger.

CANCELLATION

Section 7. This bond shall be deemed canceled as to future acts of any Employee:

(a) Immediately upon discovery of any fraudulent or dishonest act upon the part of such Employee with respect to the Insured or the United States of America, as the case may be, whichever has knowledge of such fraudulent or dishonest act, but it shall be the duty of the Insured or the United States of America, whichever has knowledge of such fraudulent or dishonest act, immediately to report such knowledge to the Surety;

(b) Upon the death, resignation, or removal of such Employee; or

(c) At 12 o'clock night upon the effective date specified in a written notice sent by the Surety by registered mail to the Insured and the United States of America, which date shall be not less than thirty days after the last date borne by the sender's registry receipts.

This bond shall be deemed canceled as an entirety at 12 o'clock night upon the effective date specified in a written notice:

(a) Mailed by the Insured or the United States of America to the Surety; or

(b) Sent by the Surety by registered mail to the Insured and the United States of America.

Such date, if the notice be sent by the Surety, shall be not less than thirty days after the last date borne by the sender's registry receipts. In the event written notice as aforesaid be mailed by the Insured to the Surety, the Surety shall notify the United States of America in writing, and if the United States of America shall, within ten days after receipt from the Surety of such written notice, advise the Surety in writing that it does not consent to such cancellation, such cancellation shall become inoperative. The Surety, on request, shall refund to the Insured the unearned premium computed pro rata if this bond be canceled as an entirety.

LEGAL PROCEEDINGS

Section 8. No demand, suit, action, or proceeding of any kind to recover on account of loss under this bond shall be made or brought after the expiration of three (3) years from the cancellation of this bond as to the Employee or Employees causing such loss, or the cancellation of this bond as an entirety, whichever shall first happen, provided, however, that if such limitation for making a demand, bringing suit, action, or proceeding is prohibited or made void by any law controlling the construction of this bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

RECOVERIES

Section 9. If the Insured shall sustain any loss covered by this bond which exceeds the amount of indemnity provided by this bond, the Insured shall be entitled to all recoveries (except from suretyship, insurance, reinsurance, security, or indemnity taken by or for the benefit of the Surety) by whomsoever made, on account of such loss under this bond until fully reimbursed, less the actual cost of effecting the same; and any remainder shall be applied to the reimbursement of the Surety.

In witness whereof, the Surety has caused this bond to be executed on the Declarations page.

Quarterly Report Schedule

Due Dates

1. October 6, 1983
2. January 10, 1984
3. April 10, 1984
4. July 10, 1984

NOTE: All reports are due before the close of business on the above dates

AHA AFFIRMATIVE ACTION PLAN

November, 1983

The AHA Education/Employment Training Project shall implement the following Affirmative Action/Section 3 Plan, governed by the pursuant to Section 3 of the Housing and Urban Development Act of 1968.

I. Equal Employment Opportunity.

The AHA E.E.T.P. shall not discriminate because of race, color, religion, or national origin.

II. Section 3 Policy.

The AHA utilization goals of lower income residents and businesses of the City of Athens Section 3 shall be as follows:

A. The AHA shall provide specific opportunities to train and employ Athens residents as outlined under "recruitment" and "beneficiary" clauses.

B. The AHA shall make a good faith effort to establish job training from local businesses within the City of Athens.

III. Administration of Plan.

A. The AHA Assistant Director, Bob Pless, shall serve as Equal Opportunity/Section 3 Plan coordinator.

B. A copy of the AHA Affirmative Action Section 3 Plan shall be posted on all bulletin boards.

C. Pertinent employee records, such as employment history, salaries, etc., shall be maintained verifying compliance with Section 3.

IV. Beneficiary.

The AHA shall enroll 20 residents of the City of Athens of which 75% shall be low income residents and 25% others.

V. Recruitment of applicants for services from the Section 3 Area.

The AHA shall recruit 20 trainees in the E.E.T.P. who are ages 16 and above from the City of Athens, 75% lower income residents and 25% others by advertising all services available through the use of local newspapers, radio stations, and public service agencies located in the City of Athens. The E.E.T.P. shall also receive referrals made by the Clarke County School System, OIC, State Employment Office, and the City of Athens Personnel Department.

VI. Recruitment of lower income residents of the Section 3 Area for Employment Purposes.

A. The AHA shall employ one coordinator, job developer and instructor by advertising all available positions at program sites and City of Athens Public Services Program providing to lower income residents of the City of Athens. The AHA is an Equal Opportunity Employer. In filling vacancies for E.E.T.P., these positions shall be advertised in local newspapers; candidates interviewed and hired on the basis of qualifications.

B. The AHA shall maintain use of appropriate existing staff members; i.e., Social Services Director, Asst. Director, Asst. Executive Director, and Executive Director of the Housing Authority.

VII. Grievance Procedure.

The Athens Housing Authority shall adhere to and follow the grievance procedures referred to in the Revised Citizen Participation Plan dated August 5, 1980, of the City of Athens and the Housing and Urban Development Act of 1960 sub part 135.80.

Athens Housing Authority
Agency

By Robert E. Ross
Authorized Agent

AFFIRMATIVE ACTION PLAN

I. POLICY STATEMENT

The Housing Authority of The City of Athens, Georgia is an Equal Employment Opportunity (EEO) Agency. It is the policy of this agency to grant equal employment opportunity for all persons regardless of race, color, sex, national origin, religious preference, political affilization, age, or handicap. Consideration of a candidate for employment shall be based solely on the candidate's qualifications as a prospective employee.

A copy of this policy statement shall be posted in conspicuous places throughout the agency. Advertisements for employment will contain a statement of Equal Employment Opportunity.

II. EMPLOYMENT ANALYSIS

The Athens Housing Authority employs 49 full time persons. Of these 13 are female and 36 are male. There are 24 black and 25 white employees.

Following is an analysis by job category:

1. Administrative and Management

   There are 9 persons in administrative and management positions. Five are male; 4 are female. There are 2 black and 7 white employees in this category.

2. Professional

   Three professional social workers are employed. Two are black and 2 are female. Of these the Director is black male and the Assistant Director white female.

3. Office and Clerical

   Of the 7 office and clerical staff 2 are black and 5 are white. Seven are female.

4. Service Workers

   The Maintenance Department employs 30 males and no females. Of these 18 are black and 12 are white. Of these 18 black men 4 are in Supervisory capacity; one is handicapped (one-arm).

   Maintenance work includes carpentry, plumbing, grounds maintenance, painting, and cleaning. Females who apply will be considered for this category.

III. GOAL

Our goal is to recruit, interview, hire, promote, and terminate employees soley on the basis of their personal merits. Discrimination in any form is prohibited.